

Statutes regarding the recognition of attainments and award of credits (*Anerkennungs- und Anrechnungssatzung*) at Hochschule für Angewandte Wissenschaften Hamburg (HAW Hamburg; Hamburg University of Applied Sciences)

22 August 2019

This is an English translation of the original German text of these Statutes. It is provided for informational purposes only and has no force independent of the original German text. The original German version as issued on the above date shall be authoritative and definitive in all cases of dispute.

In the interest of non-discriminatory use of language, this English translation uses alternating feminine and masculine pronouns, or plural forms where possible.

On 22 August 2019, acting pursuant to Section 108 subsection 1 sentence 3 of the Hamburg Higher Education Act (HmbHG) issued on 18 July 2001 (HmbGVBl. p. 171), last amended 29 May 2018 (HmbGVBl. p. 200), the Executive Board of HAW Hamburg confirmed the following [German] text of the *Satzung zur Anerkennung und Anrechnung von Leistungen – Anerkennungs- und Anrechnungssatzung - an der Hochschule für Angewandte Wissenschaften Hamburg* (Hamburg University of Applied Sciences), adopted by the University Senate of HAW Hamburg on 23 May 2019 in accordance with Section 40 subsection 5 alongside Section 85 subsection 1 no. 7 HmbHG:

1. Recognition of Studien- and Prüfungsleistungen and periods of study and practical experience attained/completed at a higher education institution

(1) HAW Hamburg shall recognise *Studien- and Prüfungsleistungen* and periods of study and practical experience attained/completed at a higher education institution where there are no substantial differences between the knowledge and skills acquired through the attainment submitted for recognition and those acquired through the attainment the student would need to complete for their current degree course if recognition were withheld.

(2) Decisions on the recognition of *Studien- and Prüfungsleistungen* and periods of study and practical experience attained/completed outside the Federal Republic of Germany shall have regard to the recommendations issued by the Standing Conference of the Ministers of Education and Cultural Affairs of the German Länder (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*), particularly any equivalency agreements entered into by these bodies, and to any agreements in place in the context of partnerships between HAW Hamburg and other higher education institutions.

(3) The relevant Examinations Committee shall be responsible for taking decisions on recognition. Recognition shall take place either upon application by the student or ex officio. The Appendix to these Statutes lists, for each degree course run by HAW Hamburg, whether recognition is upon application or ex officio. Where, and to the extent that, amendments to these Statutes prove necessary, the University Senate shall enact these amendments once each

semester; it shall have done so, at the latest, by the commencement of the degree course application period for the semester in question. Students of HAW Hamburg changing to another degree course within HAW Hamburg and students changing from a degree course elsewhere to one at HAW Hamburg shall receive equal treatment with regard to recognition of attainments.

(4) It is the responsibility of students seeking recognition for their attainments to submit all the documentation required for the process.

(5) Once a student has registered for the first time with legally binding effect for the completion of a *Studien- or Prüfungsleistung* or a period of study or practical experience, an attainment completed in a different degree course or at a different institution shall not be recognised for the same *Studien- or Prüfungsleistung* or period of study or practical experience.

(6) If recognition is withheld, the authority responsible for recognition matters shall write to the student notifying her of this, giving the reasons for withholding recognition, informing her of her right to appeal the decision, and setting out the appeal process.

(7) Insofar as the grading systems used for the recognised attainment are comparable to those used in the relevant degree course at HAW Hamburg, grades attained in recognised *Prüfungsleistungen* shall be adopted as they are and counted towards the student's overall final grade. Where grading systems are not comparable, the student shall be awarded a 'pass', that is, 'successfully completed' (*bestanden*), and the overall final grade shall be calculated without taking the grade awarded for the recognised attainment into account. The student's Certificate of Examinations shall record recognised attainments (*Prüfungs- and Studienleistungen*) as such.

(8) HAW Hamburg, its faculties and departments may issue detailed provisions on procedures for the recognition of *Studien- and Prüfungsleistungen* and periods of study or practical experience attained/completed at a higher education institution in general or course- or subject-specific Course and Examination Regulations or guidelines.

2. Award of credits for attainments completed outside a higher education institution

(1) Knowledge and skills attained through other means than a degree course, that are equivalent to those attained through a degree course and are required for the successful completion of a degree course, shall be credited to [that] degree course to a maximum total of half of the *Studien- and Prüfungsleistungen* the student must complete [in order to successfully complete that degree course]. Section 1 subsections 2 to 7 shall apply accordingly.

(2) HAW Hamburg, its faculties and departments may issue detailed provisions on procedures for crediting attainments completed outside a higher education institution in general or course- or subject-specific Course and Examination Regulations.

3. Effective date; supersession of previously effective provisions

(1) These Statutes shall come into effect on the date of their publication in the HAW Hamburg official gazette (*Hochschulanzeiger*).

(2) Where general or course- or subject-specific Course and Examination Regulations of HAW Hamburg that came into effect prior to the effective date of these Statutes contain provisions

relating to the recognition of, or award of credits for, *Studien- and Prüfungsleistungen* or periods of study or of practical experience that diverge from the provisions of these Statutes, the provisions of these Statutes shall supersede those provisions. This means that such provisions of general or course- or subject-specific Course and Examination Regulations of HAW Hamburg that came into effect prior to the effective date of these Statutes shall not apply.

Hochschule für Angewandte Wissenschaften Hamburg
Hamburg, 22 August 2019

Appendix

Faculty of Design, Media and Communication (DMI)		
Degree course	Recognition of attainments upon application	Recognition of attainments on ex officio basis
Clothing Technology and Management- (B.Eng.)	X	
Illustration (B.A.)	X	
Communication Design (B.A.)	X	
Fashion, Costume and Textile Product Design (B.A.)	X	
Illustration (M.A.)	X	
Communication Design (M.A.)	X	
Fashion, Costume and Textile Product Design (M.A.)	X	
Multichannel Trade Management in Textile Business (M.A.)	X	
Library and Information Science (B.A.)	X	
Media and Information (B.A.)	X	
Digital Communication (M.A.)	X	
Information, Media and Library Management (M.A.)	X	
Visual Journalism (M.A.)	X	
Media Systems (B.Sc.)	X	
Media Technology (B.Sc.)	X	
Digital Reality (M.Sc.)	X	
Sound - Vision - Games (M.A.)	X	
Faculty of Life Sciences (LS)		
Degree course	Recognition of attainments upon application	Recognition of attainments on ex officio basis
Biotechnology (B.Sc.)		X
Pharmaceutical Biotechnology (M.Sc.)		X
Health Sciences (B.Sc.)		X
Health Sciences (M.Sc.)		X
Public Health (MPH)		X
Hazard Control (B.Eng.)		X
Biomedical Engineering (B.Sc.)		X
Rescue Engineering (B.Eng.)		X

Biomedical Engineering: Signal Processing, Imaging and Control-Systems (M.Sc.)		X
Medical Technology and Healthcare Business (EMMAH) (M.Sc.)		X
Nutrition and Home Economics (B.Sc.)	X	
Food Science (M.Sc.)	X	
Environmental Engineering (B.Sc.)		X
Renewable Energy Systems - Environmental and Process Engineering (M.Eng.)		X
Renewable Energy Systems - Environmental and Process Engineering (M.Sc.)		X
Process Engineering (B.Sc.)		X
Process Engineering (M.Sc.)		X
Industrial Engineering (B.Sc.)	X	
Industrial Engineering (M.Sc.)	X	
Faculty of Engineering and Computer Science (TI)		
Degree course	Recognition of attainments upon application	Recognition of attainments on ex officio basis
Automotive Engineering (B.Eng.)		X
Aeronautical Engineering (B.Eng.)		X
Mechatronics (B.Sc.)		X
Automotive Engineering (M.Sc.)		X
Aeronautical Engineering (M.Sc.)		X
Applied Computer Science (B.Sc.)		X
European Computer Science (B.Sc.)		X
Computer Science for Technical Systems (B.Sc.)		X
Business Information Systems (B.Sc.)		X
Computer Science (M.Sc.)		X
Elektrotechnik (Automatisierungstechnik) B.Sc.	X	
Electrical Engineering and Information Technology (B.Sc.)		X
Information Engineering (B.Sc.)		X
Renewable Energy Systems and Energy Management (B.Sc.)		X
Automation Technology (M.Sc.)		X
Information and Communication Technology (M.Sc.)		X
Microelectronic Systems (M. Sc.)	X	
Mechanical Engineering – Energy and Plant Systems (B.Sc.)		X
Mechanical Engineering – Development and Design (B.Sc.)		X

Mechanical Engineering and Production (B.Sc.)		X
Mechanical Engineering and Production (cooperative degree programme) (B.Sc.)		X
Maschinenbau (Fertigungstechnik) B.Sc.	X	
Production Technology and Management (B.Sc.)		X
Computational Methods in Mechanical Engineering (M.Sc.)		X
Design Technology and Product Development in Mechanical Engineering (M.Sc.)		X
Sustainable Energy Systems (M.Sc.)		X
Production Technology and Management (M.Sc.)		X
Faculty of Business and Social Sciences (W&S)		
Degree course	Recognition of attainments upon application	Recognition of attainments on ex officio basis
Nursing (cooperative degree programme) (B.Sc.)	X	
Interdisciplinary Healthcare and Management (B.Sc.)	X	
Nursing (consecutive) (M.Sc.)	X	
Nursing (continuing education degree programme) (M.Sc.)	X	
Social and Health Management (MBA)	X	
Public Management (cooperative degree programme) (B.A.)	X	
Public Management (M.A.)	X	
Education and Learning in Childhood (B.A.)	X	
Social Work (B.A.)	X	
Applied Family Sciences (M.A.)	X	
Social Work (M.A.)	X	
Foreign Trade/International Management (B.Sc.)	X	
Internationale Wirtschaft und Außenhandel B.Sc.	X	
Logistics/Business Studies (B.Sc.)	X	
Marketing/Business Studies (B.Sc.)	X	
International Business (M.Sc.)	X	
International Logistics and Management (M.Sc.)	X	
Marketing and Sales (M.Sc.)	X	
Multichannel Trade Management in Textile Business (M.A.)	X	